



IC MEMORANDUM 10-10

TO: KEHP Insurance Coordinators

**FROM: Department of Employee Insurance (DEI)
Enrollment Information Branch**

RE: Sample Letters - Dependent Eligibility Audit – Chapman Kelly

DATE: March 11, 2010

As you are now aware, Kentucky Employees' Health Plan (KEHP) has retained the services of Chapman Kelly, Inc. (Chapman Kelly), an independent firm, to conduct a dependent eligibility verification audit program.

In an effort to keep you informed, attached to this email are samples of the Amnesty and Verification letters which will or have been sent to your KEHP members. **The dates on these samples may not be representative of the dates which are appearing on the letters which are sent to members from your agency.** As you can see on the table below, there are two different timelines; some letters will not be mailed until April.

Below is an approximate timeline for the audit:

Agency	Amnesty Phase	Verification Phase
School Boards	March 5 – March 24	March 26 – May 21
State Agencies, Quasi Agencies, Health Departments	April 5 – April 23	April 26 – June 25

Please direct all questions to Chapman Kelly, Inc.
Phone: (877) 223-8478
Fax: (888) 688-2036
Mail: P.O. Box 1587, Jeffersonville, IN 47131

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